

DRAFT

DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY BOARD MEETING

July 7, 2005

1. Roll Call

The meeting to order at 9:00 a.m. Directors present included Evan Granoff who joined the meeting later, Robert Gagliardi, Richard Lappin, Christopher Placco, Maria Ruggieri and Stanley Weiss. Directors Joseph Paolino Sr. and Judith Cullen were absent. Ex-officio Directors present included Joseph DiBattista and Joshua Miller.

Providence Foundation staff present included Joelle Crane, Program Manager, and Kathy Cadoret, Executive Assistant. Also present were Urban Place Consulting employees Frank LaTorre, Director of Public Space, and Vivianne Rico, Office Manager.

Others present were: Steve Gibson, Urban Place Consulting Group, Frank Zammarelli, Block by Block; and Michael Corso.

2. Approval of Minutes of the June 2, 2005 Meeting

A motion was made by Robert Gagliardi to approve the minutes of the June 2, 2005 meeting, with the correction of John Benson's name. The motion was seconded by Director Placco and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

3. Reelection of Officers for a One-Year Term:

A motion was made by Chris Placco to reelect Officers Evan Granoff as Chair, Robert Gagliardi as Vice Chair, Stanley Weiss as Treasurer and Richard Lappin as Secretary, for a one-year term was proposed. The motion was seconded by Director Lappin and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

4. Financial Report

Steve Gibson reported that we are under budget on all expenses and things are starting to fall into place. The accrual estimated in the safety program for this month is \$47,000. Figures will be updated when the invoice is submitted by Block-by-Block. He continued by explaining the balance and profit and loss reports (see attached). Mr. Gibson also mentioned that the second letter will be going out soon for those accounts under delinquent status. The letter will explain the terms and condition. The collection process will be applied to those accounts in delinquent status. Director Gagliardi asked about any budget surplus. They talked about more monies coming in from taxed properties. Steve Gibson replied that we should not make any changes to the surplus as of now, we will have a better idea of how much will be left next year. Director Granoff asked the DID to please add a percent column to the financial report.

A motion was made by Robert Gagliardi to approve the monthly financials. The motion was seconded by Director Granoff and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

5. Report from Urban Place Consulting Group and Director of Public Space

Frank LaTorre gave a report on public space. Besides working on graffiti removal and weeding, which most important, we also continue to do pressure washing of sidewalks. Overall the main mission continues to be accomplished. We continue to work on the sidewalk repair. We have conducted a walk-through with both Public Works Director John Nickelson and Bob Smith of the Rhode Island Department of Transportation (RIDOT) to determine the most urgent work that needs to be done. Dan Baudouin said that the City is looking into a \$250,000 grant that will be awarded to the City for repairs and furniture. The RI Department of Transportation could provide possibly \$500,000 to \$1 million for ADA compliance for those streets that qualify. The City's TIP application to RIDOT for downtown sidewalk repairs is also moving forward. Steve Gibson said that in order to ensure these projects get done we must stay on top of things so they don't fall thru the cracks. Director Placco suggested that we should approach the City with plans already made for the future projects and even finance the development of the plans so that it moves forward. Director Gagliardi asked that we discuss at the

Operations Committee meeting the ordinance about whose responsibility it is to maintain the sidewalks: the City or the property owner. He suggested that we invite Tom Deller to the next Operations Committee meeting.

Frank LaTorre told the Board about the Convention Center Authority giving the DID the go-ahead on the storage space for our equipment. The Authority's board voted two weeks ago to approve the use of space to store DID equipment. He thanked Director DiBattista for the space that he was loaning to the DID, which we have now outgrown. Frank Zammarelli and Frank LaTorre have been working on getting quotes for the fence needed for the area that will be used for storage at the Convention Center.

Frank LaTorre also briefed the board on the outcome of the community meeting they had in regards to the club scene noise in the City. The noise after hours is causing a huge nuisance for the downtown community and they will continue to meet and to plan for a better solution. The next meeting will be on the Kennedy Plaza situation and what can be done to better that area.

6. Report from Block by Block

Frank Zammarelli, Operations Manager, gave his report on the progress of the teams. He stated that all consent forms for graffiti removal that have been turned in have been completed. We are more proficient with the use of the equipment now. The team members have really picked up the pace now that they are comfortable and knowledgeable of the equipment .Mulching will be completed for

those trees with the metal grates. We have been keeping up with the mulching that needs replacement and maintaining the new weeds coming out. Safety teams need to increase visibility during the night hours. We are getting positive feedback from the City; however they do need to increase their visibility. Equipment is being maintained and we have a new arrival of a Segway. Director Gagliardi said the City looks better but we need to make a better impression for those who come to visit, so the work needs to continue at its highest standards.

7. Schedule Operations Committee Meeting

Director Gagliardi gave out a draft agenda and the marked City Agreement for the next Operation Committee Meeting. The Board decided on having the next meeting on July 19, 2005 at 9:00 a.m. An email will be sent out to all those in the Committee and guests. He also ask Francisco Ramirez to review the agenda and give the DID more feedback.

8. Approval of Contract with Urban Place Consulting Group and Discussion of Personnel System and Matters

A motion was made by Director Granoff to discuss these two agenda items in closed session under 42-46-5(1), Discussion of Personnel Matters. The motion was seconded by Director Gagliardi and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

After a discussion on personnel matters, the meeting was opened. After discussing the proposed contract with Urban Place Consulting for July 15, 2005 – June 30, 2006, a motion was made and seconded to approve the contract and authorize the Chair to execute it. A roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

9. Adjournment

There being no other business, upon motion made by Director Granoff and seconded by Director Weiss, the Board voted

unanimously to adjourn at 10:20 a.m.

Respectfully submitted,

Vivianne Rico

Downtown Improvement District